



CITY OF HOUSTON

Job Posting

1	Applications accepted	ALL PERSONS INTERESTED
2	Job Classification	Medical Records Supervisor
3	Posting Number	PN# 102060 (MULTIPLE POSITIONS)
4	Department	Health & Human Services Department
5	Division	Community Personal Health Services
6	Section	Health Center Operations
7	Reporting Location	Dual Health Centers (Various)
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Supervises the administration, documentation and release of medical records and/or patient information at a City clinic.

CORE FUNCTIONS

- Coordinates release of patient information to outside agencies and assist in releasing information for other legal requirements.
- Supervises the daily activities of the medical records and data entry staff.
- Implements and assures administrative policies and procedures are in compliance with federal, state, and accrediting agencies.
- Completes performance appraisals, completes monthly statistical reports, transfers records intro-departmental, and manages daily workflow.
- Performs monthly Quality Improvement audits.

10 **WORKING CONDITIONS**

The position is physically comfortable, the individual has discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Medical Records Administration or Health Information Management from an accredited college or university.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Two years of experience in medical records keeping are required, preferable with one of the two years in a supervisory capacity.

13 **MINIMUM LICENSE REQUIREMENTS**

Prefer certification as a Registered Records Administrator.

14 **PREFERENCES**

- Current Credentials as a Registered Health Information Administrator.
- Two or more years of experience in medical records administration, with one of the two years in a supervisory capacity.
- Familiar with HIPAA requirements.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

16 **SAFETY IMPACT POSITION**

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

GENERAL FUND POSITIONS

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 19
\$1,094 - \$1,491 Biweekly \$28,444 - \$38,766 Annually

18 **OPENING DATE**

December 15, 2004

19 **CLOSING DATE**

OPEN UNTIL FILLED

20 **APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.** TDD Phone Number (713) 837-9496.

An equal opportunity employer